



Service Announcement

On Tuesday, September 15th, you received a notification indicating the 2009 SCAN Directories are available for order. The notice was not the correct version. Please read the attached notice for the correct ordering instructions. We apologize for any inconvenience caused by our previous notification.

September 17, 2009

TO: Telecommunications Coordinators
FROM: Sarah McFadden
SUBJECT: The 2009 SCAN Telephone Directory is now available

The 2009 printed and CD versions of the SCAN Directory are now available exclusively through the Department of Information Services (DIS).

How to order

State agencies order SCAN directories by filling out the [order form specifically for state agencies](#). Print your completed form, then fax or mail using the information provided. A purchase order should be attached.

Agency orders will be filled via campus mail or regular mail, and should be delivered three to seven business days after we receive your order.

SCAN Directory pricing

Print copies are \$12.00 each. Electronic copies (CD in PDF version) are \$10.50 each. Prices include shipping and handling.

Your continued support is appreciated

Thank you to all the telecommunication coordinators who participated in the publication of our 2009 SCAN Directory. Your help ensures a high-quality SCAN Directory every year and eases the pressure of a challenging production process.

We encourage agencies to update the online directory throughout the year. Up-to-date directory information saves everyone time and effort during the publication process, and optimizes the convenience of online access to agency staff and resources. Visit the SCAN Directory online at <http://dial.wa.gov>.

If you have questions about the SCAN Directory, or need help using the online update system, contact the State Operators via email at Teletech@dis.wa.gov.